

Partnership in Quality

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Equal Opportunity Employer/Program

Under Titles VI and VII of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, and disability. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program of activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact the Division of Developmental Disabilities ADA Coordinator at (602) 542-6825; TTY/TTD Services: 7-1-1.

Arizona Department of Economic Security
Division of Developmental Disabilities
Program Monitoring Unit

Hello, Hello!!!

Thank you for taking the time to read this.

Written by Pat Spence, Program Monitoring Supervisor

We hope you will find this new Program Monitoring Unit bulletin informative and useful if you provide residential services to people with developmental disabilities. The Program Monitoring Unit is responsible to ensure the health and safety of individuals residing in group homes by monitoring homes twice a year for programmatic and contractual compliance. Monitoring is achieved by both Central Office and District Program Monitoring Staff.

This monthly publication will provide group home rule clarifications, identify trends, address new initiatives, spotlight quarterly endeavors and address anything else of interest in the world of program monitoring. We encourage you to send us your questions and feedback! Thank you and we appreciate your interest! **Please submit questions to Pat Spence by e-mailing: pspence@azdes.gov**

Questions and Answers

Is it required that a maximum dosage of prescribed medication be included on the Informed Consent for Behavior Modifying Medications form?

Answer: This specific component is **not required** to be included on the consent form by the Article 8: Programmatic Standards and Contract Monitoring and Article 9: Managing Inappropriate Behaviors rules that govern group homes. Including the maximum dosage of a prescribed medication is considered "best practice". This ensures guardian re-consent when a behavior modifying medication increases above the maximum dosage set forth by the physician. The Program Review Committee (PRC) must **always** be notified on any increase of behavior modifying medications. In addition, guardians must be notified of any increase or decrease of behavior modifying medications. Although, it is considered "best practice" to include a maximum dosage, **a vendor will NOT receive a violation if a maximum dosage is not included.**

Will group home providers be monitored regarding verifying citizenship of their employees?

Answer: Yes, Program Monitors will be checking that providers have verified the citizenship of their employees. This is a contractual requirement and if verification cannot be found, the violation will be cited under 808.A and B: Documentation of Qualifications of the Article 8: Programmatic Standards and Contract Monitoring rules that govern group homes.





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Program Monitoring Unit**

Site Code 791A
P.O. Box 6123
1789 West Jefferson, 4th NW
Phoenix, AZ 85005-6123

Published by:

Division of Developmental Disabilities

Editor Betty Waldrip

Phone: 602-542-6809

Fax: 602-542-6870

Email:

dddnewsletter@azdes.gov

Arc of Arizona Monitoring

Written by Laurie Lockyer, Quality Assurance Manager

Please welcome, Joe Bonnano, the Arc of Arizona's group home monitor. He will conduct group home monitoring reviews for the Arc of Arizona in accordance with the Griswold verses Riley Settlement Agreement. Per that agreement, the Arc makes recommendations to providers on enhancing the quality of services provided to individuals with developmental disabilities. Typically, the Arc and Division monitors conduct reviews simultaneously, but the Arc monitor may conduct reviews alone.

If you have any further questions regarding the Arc monitoring process, please contact Pat Spence at pspence@azdes.gov



Orientation Training Seminars Available

Written by Jan Cawthorne, Data Analysis and Technical Assistance Coordinator

The Division is offering monthly orientation training seminars for new providers and new staff from established providers. The two-day seminar covers all aspects of operating a group home to ensure programmatic and contractual compliance. Following an overview of the Division's mission and values statement and the qualified vendor process, tips are offered on record management, staff training, program monitoring and quality management. An extensive packet of information and resources is given to each participant.

Over 100 participants attended the sessions in March and April and reported the seminar very informative and useful. For more information or to sign up for the next session, contact Mary Ann DeLeon at MDeleon@azdes.gov

Contest !

Name the Bulletin

Written by Laurie Lockyer, Quality Assurance Manager

We need your creativity! Please help us name this monthly bulletin by submitting your creative names to Mary Ann DeLeon at mdeleon@azdes.gov by July 1.

The winning name and contributor will be published in the next issue, July 2006.